

PUBLIC RECORDS REQUEST FORM

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.

Name: _____

Address: _____

Phone: _____

E-mail (optional): _____

Are you a Tennessee citizen?* YES NO

**Records custodian will request a government issued photo identification card or other form of identification with the citizen's address to verify Tennessee citizenship.*

Type of Request: Inspection of Records Copies of Records*

**If copies of records are being requested, the records custodian will provide an estimate of the reasonable costs to produce the requested records.*

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$ _____? If so, initial here: _____.

Delivery Preference if Requesting Copies: On-Site Pick-Up USPS First-Class Mail
 Electronic Other: _____

Description of Record(s) Request:

**Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.*

Signature of Requester and Date Submitted

Signature of Public Records Request and Date

For Internal Use Only:

Request Completed: YES* NO *Date Retrieved: _____

*Signature of Requester

*Signature of Records Request Coordinator